

10 MAR 1972

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**ADMINISTRATIVE-INTERNAL USE ONLY**

28 February 1972

MEMORANDUM FOR: Chief, CIA Archives and Records Center


THROUGH : DDI Records Management Officer  
CIA Records Administration Officer

SUBJECT : Destruction of Ten Year Old State Documents

REFERENCE : Your Memo, dated 10 January 1972, Same Subject  
My Memos, dated 20 and 30 August 1971, Same Subject

1. HN 51-9, dated 13 July 1970, signed by R.L. Bannerman states that "all hard copy collateral reports and documents issued by other USIB agencies will be destroyed" and that CIA will rely upon the issuing agency for service. This was done to reduce the cost of handling and storing large quantities of documents. CRS must observe these procedures.

2. It is on the authority of this Notice that I request the remaining 214 cubic feet of Records Center jobs 57-144, 57-208, 57-465, 58-37, 60-847, 61-265, and 61-690 be destroyed.

  
Records Management Officer, CRS

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